

GROUND SUPPORT UNIT LEADER

7570

(Revised 1996)

The Ground Support leader is one of the most important Unit leaders in the Logistics Section: tasks range from the coordination of vehicles to ferrying crews; from maintenance of equipment to planning routes on the incident and furnishing the fuel needs for all state-owned equipment.

GROUND SUPPORT LEADER'S RESPONSIBILITIES

7570.1

(Revised 1996)

The following are minimum responsibilities of the Ground Support leader:

- Obtain briefing from the Support Branch director or Logistics Section chief.
- Participate in Support Branch/Logistics Section planning activities.
- Prepare and implement traffic plan with the input of the Plans Section, Operations Section and the Support Branch director or Logistics chief.
- Support out-of-service resources.
- Notify Resources Unit of all status changes on support and transportation vehicles.
- Arrange for and activate fueling, maintenance, and repair of ground sources.
- Maintain inventory of support and transportation vehicles (ICS 218).
- Provide transportation service.
- Collect use information on rented equipment for Finance Section (i.e., shift tickets).
- Requisition maintenance and repair supplies.
- Maintain incident roads.
- Submit reports to Support Branch director as directed.
- Maintain Unit Log (ICS 214).

GROUND SUPPORT LEADER'S 12-HOUR CHECKLIST

7570.2

(Revised 1996)

BRIEFING INFORMATION

BRIEFING INFORMATION

- ___ Agencies assigned
- ___ Anticipated # of personnel
- ___ Manpower and equipment on line
- ___ Manpower and special equipment ordered
- ___ Location of ICP, Base, Camps, etc.
- ___ Office trailers, logistics
- ___ Transportation routes
- ___ Transportation vehicles:
 - ___ vans
 - ___ buses
 - ___ pvt pickups
- ___ Photocopy in camp
 - ___ ordered
- ___ Communications, intra-base
- ___ Ordering procedures, supply location
- ___ Access from base to line
- ___ Helibase location
- ___ Drop points located
- ___ Maps
- ___ Considerations for Traffic Plan
- ___ Predicted weather conditions
- ___ Security problems
- ___ Tables
 - ___ chairs
 - ___ shade for unit
- ___ Potable water availability at unit
- ___ Fueling types
 - ___ gas
 - ___ diesel
- ___ Motor oil - 10/40
- ___ Transmission fluid
- ___ Vehicle window cleaning supplies
- ___ Fueling location
- ___ Sanitation:
 - ___ chemical toilets
 - ___ garbage cans at unit
 - ___ to unit
- ___ Sleeping areas for unit's staff
- ___ Power source
- ___ Staging areas

ORGANIZATION

7570.3

(Revised 1996)

The Ground Support leader's organization is set up to satisfy the needs of all different types of equipment used on an incident. This organization is set up to:

- Transport personnel, supplies, food, and equipment.
- Fuel, service, maintain, and repair vehicles and other ground support equipment.
- Collect and record information about the use of rental equipment and services initiated/requested.
- Develop and implement a traffic plan for the incident.

The Ground Support leader reports to the Support Branch director or the Logistics Section chief.

PERSONNEL

7570.4

(Revised 1996)

The number of personnel needed to perform the major responsibilities assigned to the unit varies based on the General Staff, the Ground Support leader's requirements and the size and complexity of the incident. The minimum of personnel recommended for each 12 hour period of operation is presented in the Field Operations Guide pages 2 to 4. Ground Support personnel can be located at the base, command post, camps, and staging areas.

MAJOR PROCEDURES

7570.5

(Revised 1996)

Ground Support's major procedures are discussed in the following sections.

BRIEFING

7570.5.1

(Revised 1996)

After the Ground Support Unit leader arrives at the incident, he/she must be briefed by either the Support Branch director or the Logistics Section chief. The following are some questions that must be asked:

- What equipment is on the incident now
- What equipment has been ordered (vehicles, buses, etc.)?

- What personnel has been ordered for the unit?
- Does the Planning Section have any information for the Traffic Plan?
- What types of equipment fuels will be needed and how much?
- Where will servicing and maintenance be done?
- Is there a need for bus transportation for "fly-in" crews?
- Who authorizes repair purchases for equipment other than state equipment?
- Who in the Finance Section will be responsible to receive shift tickets?

PLANNING

7570.5.2

(Revised 1996)

The Ground Support leader must attend Support Branch/Logistics Section operations planning meetings, when requested. The Ground Support leader must be ready to provide any information and advice concerning the operation of the Unit. This is the time to review the incident action plan and ask any questions pertaining to the operation and assignments of the Unit.

TRAFFIC PLAN

7570.5.3

(Revised 1996)

One of the responsibilities of the Ground Support leader is to develop the traffic plan. The input of the Operations Section, Planning Section, Logistics Section Chief, and the Support Branch Director will be needed. Many times there will be the need for staff of the Planning Section (Situation Unit) to help develop the plan. The Ground Support leader must make sure the plan addresses all the operation needs for the incident and must be ready to change the plan if the incident changes. Before implementation, the plan must be reviewed and signed by the Incident Commander and by the chiefs of Operations, Planning, and Logistics.

IMPLEMENTING THE TRAFFIC PLAN

7570.5.4

(Revised 1996)

To implement the plan, the Ground Support leader must meet with his/her staff and review the final plan. They must determine any activities, equipment, and personnel required to implement the plan. The unit must either order or acquire the needed equipment to implement the plan (road signs). The Ground Support leader will assign his/her personnel or order (through the Support Branch director) sufficient personnel to implement the plan.

Throughout the incident, the Ground Support leader must know the conditions of all roads. This can be obtained by information from the Operation Section, or by having unit personnel travel all the roads and noting their condition. Any repairs to the incident roads must be fixed immediately and noted in the Unit Log.

SUPPORT OUT-OF-SERVICE RESOURCES

7570.5.5

(Revised 1996)

The Ground Support leader will have to activate the process to set up fueling and maintenance of equipment. The leader can accomplish this by locating fueling and maintenance areas at staging areas, base and all camps. There must be a schedule for fueling all equipment on the incident. There are occasions where equipment will either have to be fueled or maintained in locations other than the locations set up. Ground Support must be ready to accomplish this with the resources in place in the Unit.

STATUS CHANGES

7570.5.6

(Revised 1996)

Ground Support must notify the Resources Unit (Planning Section) of any equipment's change of status on the incident. Keep this information current to help develop the next operational incident action plan.

INVENTORY

7570.5.7

(Revised 1996)

The Ground Support leader must keep an accurate inventory of all support and transportation vehicles. This helps other Logistics units where they may depend on this equipment for their activities.

Some of the equipment that must be inventoried are: buses, transports, tenders, pickups, sedans, utility vehicles, graders, and tow trucks. Each vehicle or piece of equipment must be recorded on the Support Vehicle Inventory Form (ICS 218). The Ground Support leader must make sure that the ICS 218 is current and that the Resources Unit has a copy upon request.

Each vehicle must be numbered with its own number with which it was ordered to the incident. This should be posted on the outside of each vehicle or piece of equipment for identification.

TRANSPORT SERVICE

7570.5.8

(Revised 1996)

The Ground Support leader will find that at each operational shift there are personnel that need transportation to their incident assignment. By reviewing the incident action plan, the need for transportation and the available vehicles can be established. The Ground Support leader must know six hours in advance of order any additional vehicles needed.

Ground Support will be requested to supply additional transportation during the operational shift. By having an accurate accounting of vehicles, they can be redirected to any new assignment on the incident.

INFORMATION ON RENTED EQUIPMENT

7570.5.9

(Revised 1996)

The Ground Support leader will have to identify rented equipment off of the incident action plan. After compiling a list of all equipment, the maintenance requirements for each piece of equipment will have to be noted. Some of this information can be collected from the owner or operator of the piece of equipment. The Unit should be aware of the details of the contract with each piece of equipment. Copies of the FC-100 will be helpful if they came with the hired equipment. The Unit can order copies of the FC-100 from the unit where the equipment was inspected.

All cost of repairs and fuel will be deducted from the vendors payment by the Finance Section at the end of the incident. All repairs should be itemized and priced out on the ME-107 and shipped to the Finance Section for later billing. All fuel slips must be attached to the ME-107 and turned in to the Finance Section for later billing.

The Ground Support leader must remember that all charges to a piece of rented or hired equipment will be deducted from the CDF-61 at the end of the incident. All records must go to the Finance Section at the end of each operational shift or when the Finance Section has established a time to receive the documentation. (Refer to Section 3833, Hired Equipment of the 3800 Handbook.)

UNIT LOG

7570.6

(Revised 1996)

The Ground Support leader will start the Unit Log after arriving at the incident base. The Unit Log will be turned into the Support Branch director or Logistics chief after each operational period. Some of the items to be included in the log are:

- Unit staff.
- Major operational changes in the Unit.

- List of major equipment breakdowns.
- Any thefts.
- Any operational time-frames not met.
- Any problems with hired equipment.

DEMOBILIZATION

7570.7

(Revised 1996)

The following are some of the considerations that the Ground Support leader must be concerned with:

Demobilization Activities.

- A. Ground Support Unit should provide the Demobilization Unit with:
 1. limitations on release of equipment or crews imposed by transportation or capacity of staging areas.
 2. Feedback on whether or not proposed demobilization is feasible prior to submitting it to the incident commander for approval.
 3. Demobilization activities schedule that can be accomplished.
- B. Demobilization Unit should provide Ground Support Unit with:
 1. Information on priority release from the viewpoint of departmental dispatch and guidelines.
 2. Specific implementation responsibilities and activities.
 3. Release procedures including detailed steps and process to be followed.
 4. Special warning when weather forecasts indicate conditions which will affect transportation.
 5. Prompt relay of information from operations equipment breakdown or supply problems.
 6. Information on specific location of equipment on line.

Demobilization of Vehicles and Equipment.

A. Hired equipment:

1. Review contract agreement (FC-100)
2. Make minor repairs to get vehicles on road.
3. Major repairs that are the fault of the department should be handled by the Procurement Section.
4. Review demobilization check list found in the Demobilization Plan.
 - a. Vehicle information.
 - b. Check finance documents.
 - c. Make inspection checks for contraband and safety.
 - d. Provide estimated release and arrival times to contractor or owner.
 - e. Release equipment.
5. Release drivers and runners.
 - a. Complete departmental fiscal forms (CDF-61, FC-40).
 - b. Get loaned items back or hold payment.

B. Agency equipment:

1. Inspect, service, and repair equipment prior to release.
2. Replace lost or damaged equipment in coordination with the Supply Unit.
3. Make sure fiscal and other documents are completed.
4. Retrieve items loaned by the Supply and Communications Units.
5. Understand departmental policy on safety inspections prior to release.

Restore Area to Pre-incident Condition.

- A. Review Unit Logs for pre-incident status.
- B. Ensure repair of minor damages to fixed facilities is up to departmental standards.

- C. Ensure removal of litter and debris.
- D. Request property owner, Logistics chief, Facilities Unit leader and Ground Support unit leader to make final inspection.

FORMS AND/OR FORMS SAMPLES: RETURN TO ISSUANCE HOME PAGE FOR FORMS/FORMS SAMPLES SITE LINK.

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